



OPA DATABASE GUIDE FOR PUBLIC USERS – GETTING STARTED

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GETTING STARTED

Objectives:

- Accessing HRSA OPA 340B Program
- Familiarization of HRSA 340B Homepage

ACCESSING 340B OPA SYSTEM

DETAILS

Accessing HRSA OPA 340B System

- Accessing the HRSA 340B OPA System **only** requires a URL; no User ID or Password is necessary.
- Three business functions of the 340B System: Covered Entities, Contract Pharmacies, and Manufacturers.
- **Home** links to the **HRSA OPA 340B Homepage**.
- **Reports** links to a landing page for with a list of specific reports in the three business areas.

Public User


1. Enter this URL:
<http://opanet.hrsa.gov/opa/default.aspx>, and **HRSA OPA 340B Homepage** displays.



Bookmarking this URL provides quick access.

2. Click on an applicable link and the appropriate screen displays.

EXAMPLE



The screenshot shows the HRSA Office of Pharmacy Affairs homepage. At the top is the HRSA logo and navigation links (Home, Covered Entities, Contract Pharmacies, Manufacturers, Reports). Below the logo is a large image of a pharmacist and a patient. To the right of the image is a 'Useful Links' section with links to Help, Reports, Forms, DSH Adjustment Percentages, Termination Codes, Medicaid Exclusion Files, Covered Entity Acronyms, Notes, and Contacts. Below the image are three main sections: Covered Entities, Contract Pharmacies, and Manufacturers. Each section has links to Search, Register, and Report. Below these are 'What's New' and 'Important Notifications' sections. The 'What's New' section lists recent updates to the system. The 'Important Notifications' section contains information about the Affordable Care Act implementation and the 340B Drug Pricing Program. At the bottom, there is a 'HHS Privacy Policy Notice' and a 'Questions, Comments, or Suggestions' section with contact information for the HRSA Office of Pharmacy Affairs (OPA) - 340B Program.

HOMEPAGE FEATURES

DETAILS

EXAMPLE

Homepage Features

Menu Bar

- Each menu heading provides a drop-down with essential links.

Covered Entities ▼
Search Covered Entities Search Medicaid Provider Numbers Register a Covered Entity Register an Outpatient Facility

Main Selection Boxes

- Same essential links are available for each program area.

What's New

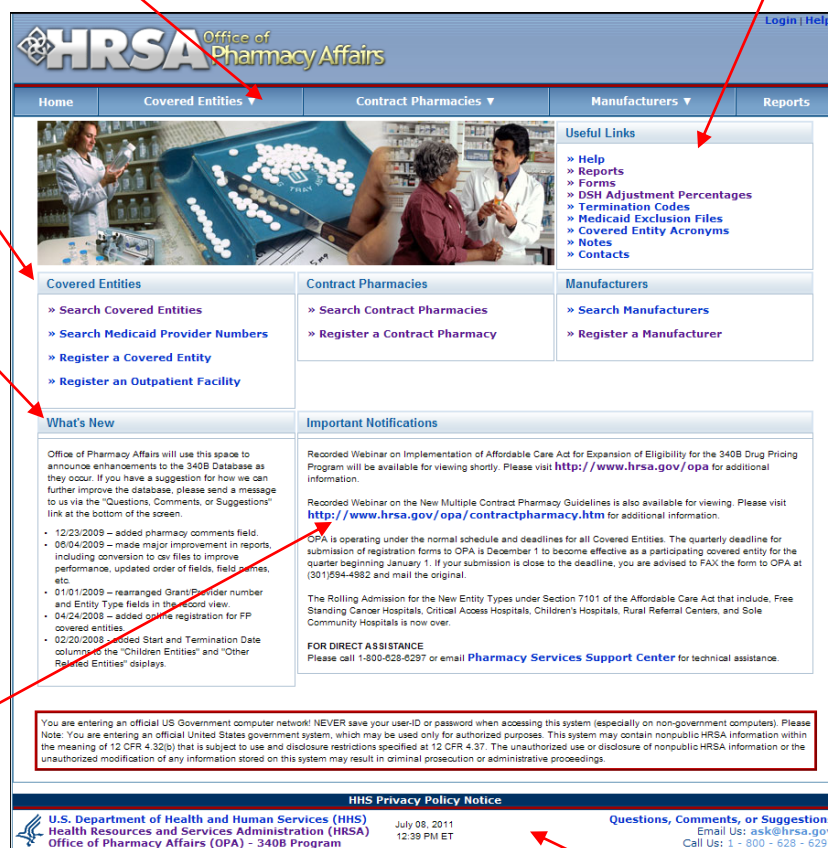
- Provides announcements and alerts pertaining to enhancements to the 340B Database.

Important Notifications

- Provides links to Webinars and information for contacting OPA.

Useful Links

- Provides links to helpful sites, including Forms, Reports, Contacts, Acronyms, etc.



The screenshot shows the HRSA Office of Pharmacy Affairs homepage. Red arrows point from the text labels to specific features on the page:

- Menu Bar:** Points to the top navigation bar with links like Home, Covered Entities, Contract Pharmacies, Manufacturers, and Reports.
- Main Selection Boxes:** Points to the three main content areas: Covered Entities, Contract Pharmacies, and Manufacturers, each containing search and registration links.
- What's New:** Points to the 'What's New' section, which lists recent updates and enhancements to the 340B Database.
- Important Notifications:** Points to the 'Important Notifications' section, which contains information about webinars and deadlines.
- Useful Links:** Points to the 'Useful Links' section, which provides links to Help, Reports, Forms, DSH Adjustment Percentages, Termination Codes, Medicaid Exclusion Files, Covered Entity Acronyms, Notes, and Contacts.
- Footer:** Points to the bottom of the page, which includes the HHS Privacy Policy Notice, contact information for the U.S. Department of Health and Human Services (HHS), Health Resources and Services Administration (HRSA), Office of Pharmacy Affairs (OPA) - 340B Program, and a link for Questions, Comments, or Suggestions.

Footer

- Provides email and phone contact information to OPA.
- Provides link for submitting feedback to HRSA pertaining to the site and its content.

HOMEPAGE FEATURES


DETAILS

Helpful Links


Forms link provides access to 340B Change Request form.

- Need Help? provides links for quick access to Frequently Asked Questions, Pharmacy Service Support Center, etc.

EXAMPLE



340B PARTICIPANT CHANGE FORM



If your facility is already participating in the 340B Program, please submit this form for updates to your existing profile. For assistance, call the Pharmacy Services Support Center (PSSC) at 1-800-628-6297. Email the completed form to the Office of Pharmacy Affairs at opastaff@hrsa.gov. You will be notified when the change has been made. To expedite the process, the "Covered Entity Authorizing Official" for your organization, should submit the change and the appropriate 340B ID number must be included. If it is submitted by someone else, a significant delay may occur and it may hamper your organization's purchase of 340B drugs until the matter is resolved.

340B Covered Entity Name: As listed on HRSA OPA's public Web site	
340B ID: As listed on HRSA OPA's public Web site	

Complete only information that is to be changed

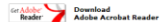
New Entity Name:	
New Entity Sub-Division Name:	
New Physical Address:	
New Physical Address City, State, Zip:	
New Ship To Address:	
New Ship To City, State, Zip:	
New Bill To Address:	
New Bill To City, State, Zip:	
Remove/Add/Revise Medicaid # or NPI #: (to be used only if billing Medicaid for 340B drugs)	Indicate Remove/Add/Revise
New Authorizing Official: (must be a senior managing official who can sign on behalf of an organization such as the CEO/CFO)	
New Authorizing Official Title:	
New Authorizing Official Phone #:	
New Authorizing Official E-mail Address:	
New Contact Person:	
New Contact Title:	
New Contact Phone #:	
New Contact Fax #:	
New Contact E-mail Address:	

Contract Pharmacy Information: (to be used only for correcting Existing Contract Pharmacy Contact Information)	The section below is to notify OPA only of <u>corrections</u> to the existing Contract Pharmacy Contact Information. All new Contract Pharmacy Arrangements must submit a Contract Pharmacy Services Self-Certification Form found at: http://www.hrsa.gov/opa/contracted.htm
Contract Pharmacy Contact Person:	
Contract Pharmacy Contact Title:	
Contract Pharmacy Phone #:	
Contract Pharmacy Fax #:	
Contract Pharmacy Email Address:	

Comments:	
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SUBMIT FORM TO> opastaff@hrsa.gov
Update of this information is subject to approval and verification by the Office of Pharmacy Affairs.

Need Help?

FOR DIRECT ASSISTANCE
Please call 1-800-628-6297 or e-mail [Pharmacy Services Support Center](#) for technical assistance
Some information requires the use of Adobe Acrobat Reader. It can be downloaded at the following site:

Please visit our [Frequently Asked Questions](#) page for information in this site.
Find forms including the 340B Change Form (to submit changes to the OPA Database) at the [340B Forms](#) page.
The Office of Pharmacy Affairs will announce [Database Enhancement Announcements](#) to the 340B database as they occur.
MEDICAID PROVIDER INFORMATION - users may now go to the Covered Entity dropdown or window and find the [Medicaid Provider Number Search](#) that will list Medicaid Pharmacy Provider Numbers for all covered entities within a specified State that have indicated to OPA that they are billing Medicaid for drugs purchased at 340B prices. In addition, the database now accepts multiple Medicaid Pharmacy Provider Numbers for each covered entity and NPI numbers. [Medicaid Exclusion Tutorial](#) - gives guidance to the covered entities for what needs to be included in the Medicaid Provider Number field.
For help with an acronym, visit the [Covered Entity Database Acronym](#) page.


HRSA Privacy Policy Notice

HOMEPAGE FEATURES

DETAILS

- Questions, Comments, or Suggestions link provides format for submitting emails direct to OPA.
- Public Users are not required to use login credentials for the 340B System; therefore, the Login link is not needed.
- Help link navigates to the Need Help? screen.

Browser Session Timeout

- Once you have accessed the 340B System, the session is active for 30 minutes unless the user is entering data.
- Reminder pop-up window displays a message that the session will be timed out in 30 seconds. To avoid this, click on the  button to keep the session open.

EXAMPLE



HRSA 340B

Send Us Your Comments

We value the opinions of all of our stakeholders. Please tell us what you think! We may wish to contact you to better understand your comments. Please provide your name and email below to facilitate that dialogue. In addition, if you are a current 340B participant, providing your 340B ID may help to expedite our response.

Subject:

Name:

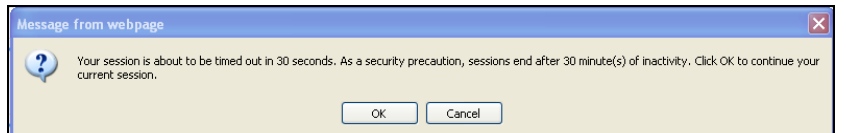
* Email:

340B ID:

* Comment:

* Denotes a required field

[Login | Help](#)



Message from webpage

? Your session is about to be timed out in 30 seconds. As a security precaution, sessions end after 30 minute(s) of inactivity. Click OK to continue your current session.